



CSME 2443 Salon Development-Dual Credit

Course Syllabus: Spring 2020

"Northeast Texas Community College exists to provide personal, dynamic learning experiences empowering students to succeed."

Instructor: Necah Posey

Office: BT 102

Phone: 903-434-8334

Email: nposey@ntcc.edu

Office	Monday	Tuesday	Wednesday	Thursday	Friday	Online
Hours	10:30-12:00 PM	10:30-12:00 PM	10:30-12:00 PM	10:30-12:00 PM	10:30-12:00 PM	

This syllabus serves as the documentation for all course policies and requirements, assignments, and instructor/student responsibilities.

Information relative to the delivery of the content contained in this syllabus is subject to change. Should that happen, the student will be notified.

Course Description: Procedures necessary for salon development. Topics include professional ethics and goal setting, salon operation and management.

4 Credit Hours

The dual credit cosmetology operator program consists of a 1000-hour program which offers the instruction required to pass the state cosmetology examination for licensing in Texas and for entry into the field of cosmetology. Training includes hair cutting, hair coloring, hair styling, manicures, facials, and related subjects in hair chemistry, trichology, and cosmetic chemistry. Students will be awarded certificates of competency. Upon passing that examination, students become licensed hairdressers. This program has the approval of the Texas Department of Licensing and Regulations.

Prerequisite(s): Students must have successfully passed the previous fall 2019 courses with a minimum of 70% to continue to this class.

Student Learning Outcomes:

1. Students will create a salon portfolio or business plan.
2. Students will demonstrate organizational skills related to salon operation and management.

Evaluation/Grading Policy

Students must participate daily as directed by the instructor. Students must make a minimum of 70% on all worksheets and written examinations to pass this course. Students must take and pass a final written and practical examination at the end of this course, in order to pass the semester and complete the program, in order to qualify to take the final state examinations.

Required Instructional Materials: At this time NTCC provides a working cosmetology tool kit, and the textbook needed for the dual credit program students.

Optional Instructional Materials: None

Minimum Technology Requirements: None

Required Computer Literacy Skills: Moderate skills for review projects online only/future PSI Testing

Course Structure and Overview:

The purpose of the course is to provide students with knowledge of what is expected in a working environment, and how to successfully write resumes', cover letters and positive job interview behaviors. Methods of building returning clients, and the record keeping skills required of a salon employee or stylist. The student should be able to consider marketing strategies and be able to follow TDLR laws and rules applicable for a licensed cosmetology operator.

Communications:

Emails will be responded to within 24-48 hours, depending on when the email has been sent. During holidays and campus closings, the instructors may not be at a time or place in which communications are available. During regular semesters instructors will be available during the week and will check in during weekends if able.

Students will login to the Remind app on their phones and advise the instructors if they change phone numbers. The Remind app is the general way the program relays messages to the class. Students will be able to login to Mind tap to keep up with the grades posted in this course.

Institutional/Course Policy:

Students must attend classes regularly, and perform all required practical assignments as directed, and make at least a 70% passing score on all written exams and weekly worksheets.

Implements, tools and manikins are provided to the student by the department. Hot tools such as blow dryers, curling irons and flat irons are issued as needed to the student and must be returned at the completion of the skill.

Student Responsibilities/Expectations:

Students are required to clock or log in enough hours each semester to complete the cosmetology course in the Fall, Spring and Summer semesters. In order to clock the 1000 hours required by the Texas Department of Licensing and Regulations in this time frame, regular and disciplined attendance is required of each student. Students can miss no more than two days or 18 hours per semester without jeopardizing their placement in the program. If two days or 18 hours are missed, the student will meet with the divisional director to explain the absences, and a decision will be made determining if the student will be dropped from the course.

The student is responsible for keeping up with their equipment, implements and all working or personal supplies. If the student is absent or has decided to drop from the course, he/she must take supplies home immediately as NTCC is not responsible for these items.

It is the student's responsibility to drop themselves from the cosmetology department through the admissions office.

Other Course Policies:

The cosmetology course is designed to train individuals to be able to enter the field of hair dressing upon receiving their cosmetology license. In order for a student to be completely ready to enter the world of the salon, student must display a professional maturity and appearance, which is required during training throughout the course.

For this reason, a **Cosmetology Student Handbook** is available to every student. The guidelines within require students to dress in a professional manner and behave in a professional manner. Failure to abide by these guidelines may result in the suspension or dismissal from the class. Lack of professionalism, poor choice in communication-foul language, inappropriate language, etc. is not acceptable and not tolerated in the program. . **The following behaviors are only a partial example of the guidelines listed of which each student must abide by.**

□ Cell phones must remain in the student's locker and may only be used during lunch or breaks. Cell phones cannot be used during class, lecture or during client services. If there is an emergency or you know there may be a situation where you will need to be contacted/alerted, please have friends/relatives/daycare call Charla Hunt at 903-434-8209.

□ Students must wear professional outerwear, such as a smock, lab coat or scrub top as described in Career Information Day or in personal interview.

□ Students must clock in looking professional with makeup applied, and hair styled as needed.

□ Fighting between students, and/or inappropriate interaction between students/instructor is not allowed-students will be immediately dropped from this course if a student initiates or takes any part in a violent episode or behavior. NTCC Security will be called and the student will be escorted from the campus, along with their possessions.

□ A professional and positive attitude of good will and helpfulness is a requirement for a professional entering the career world, and is required during training in this course.

Lectures & Discussions:

- Classes are held Monday thru Friday, 12:15AM until 3:15 PM
- This is a face to face class and students must submit all class assignments and pass with a 70% minimum grade in order to pass this course.
- Discussion at the end of any lecture is encouraged.
- Students will attend impromptu learning classes on lab floor unless they are performing a service on a client.

NTCC Academic Honesty/Ethics Statement:

NTCC upholds the highest standards of academic integrity. The college expects all students to engage in their academic pursuits in an honest manner that is beyond reproach using their intellect and resources designated as allowable by the course instructor. Students are responsible for addressing questions about allowable resources with the course instructor. Academic dishonesty such as cheating, plagiarism, and collusion is unacceptable and may result in disciplinary action. This course will follow the NTCC Academic Honesty and Academic Ethics policies stated in the Student Handbook. Refer to the student handbook for more information on these subjects.

ADA Statement:

It is the policy of NTCC to provide reasonable accommodations for qualified individuals who are students with disabilities. This College will adhere to all applicable federal, state, and local laws, regulations, and guidelines with respect to providing reasonable accommodations as required to afford equal educational opportunity. It is the student's responsibility to request accommodations. An appointment can be made with the Academic Advisor/Coordinator of Special Populations located in Student Services and can be reached at 903-434-8264. For more information and to obtain a copy of the Request for Accommodations, please refer to the special populations page on the NTCC website.

Family Educational Rights and Privacy Act (FERPA):

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's educational records. These rights transfer to the student when he or she attends a school beyond the high school level. Students to whom the rights have transferred are considered "eligible students." In essence, a parent has no legal right to obtain information concerning the child's college records without the written consent of the student. In compliance with FERPA, information classified as "directory information" may be released to the general public without the written consent of the student unless the student makes a request in writing. Directory information is defined as: the student's name, permanent address and/or local address, telephone listing, dates of attendance, most recent previous education institution attended, other information including major, field of study, degrees, awards received, and participation in officially recognized activities/sports.

Tentative Course Timeline (*note* instructor reserves the right to make adjustments to this timeline at any point in the term): Include a course outline that lists all assignments (i.e. by week and/or chapter), due dates, test dates, notable college dates, and any other information important to the course. For hybrid courses, also note what will be completed in class versus online. It is strongly suggested that you include the date of graduation for students to see.

Weeks	Topics	Assignments	Due Dates
Week 1 01/21-24		Practical Floor Work Sheets	Friday
Week 2 01/27-31		Practical Floor Work Sheets Chapter Test	Friday
Week 3 02/03-07		Practical Floor Work Sheets	Friday
Week 4 02/10-14		Practical Floor Work Sheets Chapter Test	Friday
Week 5 02/17-21		Practical Floor Work Sheets	Friday
Week 6 02/24-28		Practical Floor Work Sheets Chapter Test	Friday
Week 7 03/01-05		Practical Floor Work Sheets	Friday
Week 8 03/09-13		Practical Floor Work Sheets Chapter Test	Friday
	Spring Break March 16-20-2020		
Week 9 03/23-27		Practical Floor Work Sheets	Friday
Week 10 03/30-4/3		Practical Floor Work Sheets Chapter Test	Friday
Week 11 04/06-4/10		Practical Floor Work Sheets	Friday
Week 12 04/13-17		Practical Floor Work Sheets Comprehensive Chapter Test	Friday
Week 13 04/20-24		Practical Floor Work Sheets	Friday
Week 14		State Board Practices	Friday

04/27-05/01		Comprehensive Chapter Test	
Week 15			
Week 16	Final Written Exams		May 11,12,